



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

October 7, 2016 Alki Bakery Cafe, Seattle

Attendees:

X David Bain (President)

O Mike Kimberlin (Past-President)

O Robert Blakey (Treasurer)

X Jim Mead (Secretary)

O Chris Moore (Pres. Elect)

O Rob Pewitt (Prof. Member)

O Tom Nance (Prof. Member)

X Todd Coburn (Prof. Member)

X Stephen Wickline (Prof. Member)

X Andrea Pina (Educ. Chair)

X Nancy Brown (Assoc. Member)

X Oly Welke, (Assoc. Member)

O Steve O'Connell (Assoc. Member)

X Chad Johnson (Assoc. Member Coord.)

O Tom Kelley (Member Coordinator)

X Adam Chawes (Assoc. Member)

X Bill Leak (Assoc. Member)

O Kyle Victor (Assoc. Member)

O Jennifer Dennerline (Assoc. Memb.)

X Cylisa Brown (Associate Member)

X Anna Anderson (Associate Member)

X Tim Black (Assoc. Member)

X Kyra Hughes (Assoc. Member)

Preliminary Discussion

- **President Bain** called the meeting to order at 8:05 am.

Treasurer report

Robert is on vacation

Secretary report (Jim Mead)

- Minutes for September. They were approved with minor changes and will be sent to AMI for posting on the website. Spelling errors were corrected for **Stephen Wickline**.
 - He works for Jones, Lang, LaSalle who runs the Facilities account of the two Kindred Hospitals at Northgate and Lynnwood. He has moved up from the San Diego area. He has joined the board and we welcome his participation.
- Welcome to two Associate Members who attended the board meeting. **Cylisa Brown** from The Part Works and **Anna Anderson** from Forbo Flooring Manufacturers.

Education Committee

- October 26 educational session with the SW chapter planned for the Emerald Queen Casino is being finalized.

- The session of "Speed Dating for Better Outcomes" consists of several round table discussions with different construction elements.
- Presenters have been confirmed
- 86 registrants so far. David found out that the venue can hold a maximum of 146, so AMI sent out a notice allowing more registrants.
- November webinar being planned. Life Safety code updates.
- 2017 educational calendar roughed out. Details being finalized by Educ. Comm. Survey to be sent out soon.

14th Annual Golf Tournament (2016)

No report

Charity Committee

- Holiday Party. **Kyra Hughes** report
 - Menu items being finalized. Board asked to vote next week and vote on the wording of the flyer.
 - Estimated attendance 125-150. Estimated cost per person ~\$50.
 - A meeting was planned for Sept 15 to begin solicitation of donations from Assoc. Members.

Membership Committee

- No report

Social Media Project

- No report

Old Business

- Q3 goal- Chapter Policies and Procedures
 - Robert Blakey, Jim Mead, David Bain, and Bill Leak to meet November 9 at Glen Acres to draft and present to the board for approval.
- Q4 goal – Facilities 101 website
 - Create a dashboard with various topic discussions to post on the website.
 - David Bain announced he is the new State Board of Directors Education Chair and wants to take this up to the state level with support from State President Keith Geary and the other chapters
 - Create a CHFM preparatory course.
 - Create a WSSHE reference library
 - Allow CEU credits for chapter educational events.

Other/ New Business

- Jim Mead is retiring next summer and the position of Secretary needs to be filled.
 - Nominations will be sought in the upcoming months.
 - **Todd Coburn** made it known that he would be willing to be nominated.
- Succession Planning
 - There was a discussion of inventory in the storage unit. What is there and the need to have that common knowledge.
 - Jim discussed that he has possession of all of the WSSHE history books. Minutes dating back to 1972 in his office. Old history is all in 3 ring binders. More recent history is in various states of organization both as hard copies and on Jim's computer. Once retired, he plans to organize it and put it in the storage unit. At that time, we may have to consider a larger storage unit. The existing one is getting full.

Adjournment 8:42

The next scheduled board meeting will be 8:00 am, Friday, November 4, 2016 at the Alki Bakery Cafe.

Minutes prepared by **Jim Mead**.

The Education Committee meets immediately following the Board of Directors meeting.

Committees:

Education: Chair, Andrea Pina; Coordinator, Nancy Brown; Tom Nance; Adam Chawes; Rob Pewitt; Bill Leak

Golf: Chair Mike Kimberlin; Coordinator, Olwyn Lintecum, Rob Pewitt, Adam Chawes, Jennifer Dennerline, Chris Moore, Jim Mead,

Social Media: Chair, Todd Coburn; Olwyn Lintecum

Membership: Chair, Tom Nance; Tom Kelley, Chad Johnson, Bill Leak

Charity: Chair, David Bain, Coordinator, Doug Green, Jennifer Dennerline, Kyra Hughes

W.A.M. Coordinator: Chad Johnson